

**EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)**  
**March 10, 2004**

Prepared by: Debbie Sanchez for Russell Grace  
Drafted: March 10, 2004

**Members Present**

Tony Dickerson  
Charles Ross  
Debbie Sanchez  
Teresa Medeiros  
Ivonne Cicero-Guzman  
Joe Guerrero  
Nimal Diunugala  
**Gayle Yost, EEO**  
**Officer, Consultant**

**Guests Present**

Cindy Francisco

**Members Absent**

Russell Grace  
Merrin Bueto  
Judy Yee

The meeting was called to order at 10:05 a.m. It was held by video conference between the Cal/EPA Headquarters Building, Conference Room 550, located in Sacramento and ARB El Monte offices, Conference Room 111, A&B in Annex 2.

**APPROVAL OF PREVIOUS MINUTES**

The committee approved the November 12, 2003 and February 19, 2004 meeting minutes. The January 12, 2004 meeting minutes were approved with one minor correction.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORT**

EEO is working on revising the EEO Program Plan. Once the Program Plan has been revised it will be submitted to Mike Scheible. Gayle Yost and Cindy Francisco are proposing to put it on the website and make it more user friendly. Cindy Francisco is a guest at today's meeting to receive comments regarding the website.

**DISABILITY ADVISORY COMMITTEE REPORT**

Terry Tamminen was invited to the Agency DAC scheduled for March 17, 2004 as a meet and greet and to make him aware of the goals and objectives of the committee.

## **CONTINUING (OLD) BUSINESS**

### Sexual Harassment Form

The final draft of *Acknowledgment of Understanding Equal Employment Opportunity and Sexual Harassment Policies* was reviewed and approved by Labor Relations. Gayle took the proposed form and proposed policies to Mike Scheible for review.

Gayle reported that Mike Scheible appreciated their time and effort in reviewing the VBB and the form. He approved continuing use of the form for all new employees. He also approved the concept of offering ongoing refresher training and that employees should be encouraged to attend whenever possible. He is in support of changing the title from "Certification" to "Acknowledgement". However, he does not believe this is a good time to expand the current process and the form.

EEO will redo the form according to Mike's instruction and bring back to the committee. We may rewrite the narrative before resubmitting to Mike.

### EEOAC Handbook

Since Merrin did not attend the meeting the sub-committee will regroup and reassess the Handbook. Joe will assist and devote more time to the workgroup. Tony suggested that we may need to focus on just the Handbook and put everything else aside.

### Employee Survey

Tony decided to take the Employee Survey off the agenda for now.

Tony requested new ideas from the committee for projects.

### Disability Awareness Fair

Tony suggested contracting other State agencies in the El Monte area to coordinate the Disability Awareness Fair for El Monte. Gayle will contact her counterparts from the Agency DAC to see if they have anything going on.

## **NEW BUSINESS/OPEN FORUM ITEMS**

### Equal Employment Opportunity Issue

- Ivonne said that in the time she has been in the committee several discussions have been raised about discrimination concerns. It will help to have in the EEOAC web page a bullet for discrimination complaints, from where the employees get access to the documents that explain where the employee can get confidential help and instructions about the complete process. It might be helpful to add to the EEOAC handbook a paragraph indicating that the committee does not handle discrimination concerns or complaints. Gayle reiterated that it is clarified in the EEO Program Plan and in the discrimination complaint process that all individual complaints should be directed to EEO Office and are confidential.
- Tony will prepare a draft to Mike Scheible regarding and submit the Annual EEOAC Accomplishments. Tony requested input from the committee.
- The next meeting will be April 14th, 2004. EEO and CARBIS members will demonstrate a user friendly way to access the EEO Website. Judy Yee will be the note taker for Ivonne Cicero-Guzman.

## **ADJOURN**

The Chairperson adjourned the meeting at 11:27a.m.